



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS 4TH INFANTRY DIVISION (MECHANIZED)  
FORT HOOD, TEXAS 76544-5200

AFYB-CG

29 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-00-04 - Volunteer Awards

1. The intent of 4<sup>th</sup> Infantry Division Volunteer Awards program is to recognize Ironhorse spouses with the appropriate awards regardless of rank prior to their leaving the division. All awards must be submitted and processed in a timely manner to ensure all deserving spouses are afforded the appropriate recognition for their contributions to the 4<sup>th</sup> Infantry Division and Fort Hood community.

2. The following table is a list of type, approving official and nomination windows for spouse awards within the Ironhorse Division.

AWARD	Type	APPROVING OFFICIAL	MIL EQUIV.	Nomination window
Decoration for Exceptional Civ. Serv	Honorary	Secr. of Army	DSM	*
Decoration for Distinguished Civ. Serv	Public Service	Secr. of Army	DSM	*
Meritorious Civ. Service Award	Honorary	MACOM Commander	LOM	*
Outstanding Civ. Service Award	Public Service	MACOM Commander	LOM	*
Superior Civ. Service Award	Honorary	Commander MG or above	MSM	*
Commander's Award for Civ. Service	Honorary	Commander COL or above**	ARCOM	45 days
Commander's Award for Public Serv	Public Service	Commander COL or above**	ARCOM	45 days
Achievement Medal for Civ. Service	Honorary	Commander LTC or above**	AAM	30 days
Helping Hand Award	Volunteer	Lane Volunteer Center	NONE	45 days
Dr. Mary Walker Award	ACH/SVC	CORPS CSM	NONE	30 days
Yellow Rose of Texas	ACH/SVC	Governor of Texas	NONE	30 days
Commander's Certificate	ACH/SVC	Commanding General	NONE	30 days

This info can be found in AR 672-20  
\*Nominations should be submitted within six months after completion of the act or period to be cited.

\*\* The Commanding General, 4th ID does not delegate the authority to these awards.

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3. All volunteer awards are initiated by unit commanders and processed through the Army chain-of-command. All awards will be submitted by MSCs and Division staff through G-1 Operations (Awards) in the proper format and within the guidelines listed above.

a. Awards originating from MSCs will be routed by the G1 through the SGS, Division CSM, and Assistant Division Commander for recommendation. The Commanding General is the final approving authority for the division.

b. Awards originating from the Division Staff will be will be routed by the G1 through the SGS, Division CSM, and Chief of Staff for recommendation. The Commanding General is the final approving authority for the division.

4. The SGS coordinates for the appropriate framing and matting (complete with medal if required) for all awards.

5. A division Volunteer recognition ceremony will be held twice annually. This ceremony will recognize the contributions of volunteers that have made significant contributions at the division level, as well as in their brigades and battalions. Brigade and battalion level ceremonies will be conducted quarterly, or as directed by the first Colonel or above in the chain of command.

5. POC, this headquarters, is the SGS, 287-7335.

"STEADFAST AND LOYAL!"

*ORIGINAL SIGNED*

RAYMOND T. ODIERNO  
Major General, USA  
Commanding

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**DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE, DISTINGUISHED CIVILIAN SERVICE, MERITORIOUS CIVILIAN SERVICE AWARD, OUTSTANDING CIVILIAN SERVICE AWARD, SUPERIOR CIVILIAN SERVICE AWARD**

1. These awards are routed through G-1 and command channels. The final approval authority outlined in AR 672-20. Nominations will be prepared in letter format with a proposed citation not to exceed 125 words
2. Nominations must be submitted within 6 months from the end of the period of service to be recognized.
3. Pre-requisites: These awards are given to recognize contributions to the United States, the United States Army, cultural or other significant public or private endeavors as outlined in AR 672-20.
4. These awards are not framed by the office of the Secretary of the Army. If submitted within the required nomination window, the Corps SGS will take responsibility for framing.

**COMMANDER'S AWARD FOR CIVILIAN SERVICE, COMMANDER'S AWARD FOR PUBLIC SERVICE, ACHIEVEMENT AWARD FOR CIVILIAN SERVICE**

1. These awards are approved by the Commanding General, 4th Infantry Division.
2. Submit award recommendations through G-1 channels for CG approval NLT 45 days prior to presentation date.
3. Pre-requisite: These awards are given to recognize service or achievements that contribute significantly to the accomplishments of the mission of an Army activity, command, or staff agency as outlined in AR 672-20.
4. The award will be framed and matted and presented with accompanying medal set. It is the responsibility of the SGS office to coordinate for framing if the award is submitted within the nomination window. The section/unit is responsible for framing if the recommendation for award is not comply with published nomination windows.

**HELPING HAND AWARD**

1. The Helping Hand Award is routed from the unit to the Lane Volunteer Center, located on the corner of Hood and Central Avenue. Final approval rests with Corps Chief of Staff.
2. The award must be submitted through G-1 channels NLT 45 days prior to presentation date.

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3. Pre-requisites: This award is given to recognize exceptional volunteer service to the Fort Hood community.

4. The award will be framed and matted with medal set. It is the responsibility of the Corps SGS office to coordinate for framing if the award is submitted in timely fashion. The section/unit is responsible for framing if the recommendation for award is not submitted within published nomination windows.

#### **DR. MARY WALKER AWARD**

1. The Dr. Mary Walker Certificate is approved by the Division CSM. The award must be routed to the Corps CSM's office for processing.

2. The Dr. Mary Walker certificate is presented at the Audie Murphy induction ceremony unless otherwise requested by host unit.

3. Pre-requisites: This Dr. Mary Walker certificate is awarded for outstanding service to the Fort Hood community, command or activity.

4. Note: The award will be framed and matted by Corps CSM's office only if the honoree agrees to accept it at a SGT Audie Murphy induction ceremony. It is the units responsibility to frame and mat the certificate and medal if the honoree will not stand in the ceremony.

#### **YELLOW ROSE OF TEXAS**

1. The Yellow Rose of Texas is submitted through the Commanding General, 4th Infantry Division to the Governor of the State of Texas. Point of contact is, Ms. Socorro Doyle at the following address:

Ms. Socorro Doyle  
Post Office Box 12428  
Austin, TX 78711

2. Submit award recommendation through G-1 channels NLT 30 days prior to proposed ceremony date.

3. Pre-requisites: The Yellow Rose of Texas may be awarded to any person who has made an especially meritorious contribution to the State of Texas.

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5. NOTE: The Governor's office does not frame the certificate. The SGS will be responsible for coordination and payment of framing.

**COMMANDER'S CERTIFICATE**

1. The Commander's Certificate for excellence is approved by the Commanding General, 4th Infantry Division through the office of the Secretary of the General Staff. The nomination must be submitted in memorandum format through G-1 channels with a proposed citation not to exceed 85 words.

2. The recommendation must be received NLT 30 days prior to presentation date.

3. Pre-requisites: This certificate is given to recognize service or achievement to the 4th Infantry Division.

4. The framing of the certificate is the responsibility of the SGS office if submitted within the required nomination window. The section/unit is responsible for framing if the recommendation for award is not submitted within required nomination windows.